

# Connecticut Child Nutrition Cadre of Trainers

## Meal Pattern Requirements for School Meals

### Overview

In collaboration with the Connecticut State Department of Education (CSDE), the State Education Resource Center (SERC) is developing a professional training cadre to conduct quality, interactive, best-practice-based professional development for the U.S. Department of Agriculture (USDA) Child Nutrition Programs. This team is being developed as part of the Connecticut Child Nutrition Training Institute through a USDA Team Nutrition grant to the CSDE for the period of September 30, 2013 through September 30, 2015. For more information on Connecticut's Team Nutrition grant, visit the CSDE's [Team Nutrition](#) Web page.

The Institute will identify and train a cadre of up to six members to provide training for school nutrition programs on meeting the USDA's new meal pattern requirements for school breakfast and lunch. These workshops will be taught from September 2014 to September 2015.

### Criteria for Cadre Members

All cadre members will demonstrate extensive expertise in **school food service management** and the **USDA meal pattern requirements for school nutrition programs**. Additionally, cadre members will demonstrate the following skills and qualities:

- exceptional communication, presentation and facilitation skills, including those needed to engage different audiences;
- professional credibility and expert knowledge of subject;
- enthusiasm, self-direction, reliability and ability to see a project through to completion;
- ability to work as part of a team; and
- professional appearance, conduct and demeanor.

**Application Deadline: January 6, 2013**

### Responsibilities of Cadre Members

All cadre members will be required to attend, actively engage in and contribute to cadre activities. Through September 2015, these commitments include attending all required cadre orientation meetings and conducting eight regional workshops. Selected cadre members will:

- attend a two-day orientation workshop in spring 2014 to orient cadre members to the Institute's goals and cadre criteria and to address best practice strategies for training, facilitation and working with adult learners;
- attend a one-day content training session on the meal pattern workshop series in spring 2014;
- conduct two three-hour workshop practice sessions (one for breakfast and one for lunch) in late spring 2014;
- co-teach eight regional meal pattern workshops during September 2014 to September 2015;
- attend cadre meetings as needed from April 2014 through September 2015; and
- adhere to the training guidelines provided by the CSDE and SERC.

The Institute will develop additional training programs to provide ongoing professional development for USDA Child Nutrition Programs beyond the Team Nutrition grant completion date of September 2015. Cadre members with successful evaluations will continue with the training cadre. Cadre members will retain active status by:

- participating in training for new and active members;
- conducting one or more quality, interactive, standards-based workshops each year;
- demonstrating the skills and qualities identified in the cadre criteria;
- providing expertise and leadership to schools, communities and families;
- performing other related duties as defined by the CSDE and SERC;
- informing the CSDE and SERC of all activities and services in which the cadre is represented.

## Connecticut Child Nutrition Cadre of Trainers, continued

### Compensation

Cadre members will receive a stipend for attending the required orientation training activities and teaching each workshop. For the meal pattern workshop series during September 2014 to September 2015, the following rates apply:

- \$450 stipend for completing the required training activities (see *Responsibilities of Cadre Members* on page 1);
- \$250 stipend for each workshop (eight regional workshops per cadre member); and
- mileage reimbursement at the federal rate for travel to and from workshop locations.

All materials required for the meal pattern training activities will be provided to cadre members at no cost.

### Questions

For additional information, please contact:

- Susan S. Fiore, M.S., R.D.  
Nutrition Education Coordinator  
CSDE Bureau of Health/Nutrition,  
Family Services and Adult Education  
25 Industrial Park Road  
Middletown, CT 06457  
Phone: 860-807-2075  
E-mail: [susan.fiore@ct.gov](mailto:susan.fiore@ct.gov)
- Sarah Bourque, M.S., R.D., Consultant  
SERC  
25 Industrial Park Road  
Middletown, CT 06457  
Phone: 860-632-1485 ext. 381  
E-mail: [bourque@ctserc.org](mailto:bourque@ctserc.org)

### Application Process

The cadre application must be completed online on the [SERC](#) Web site. Applicants must also submit their resume and the signed Statements of Commitment and Support (see page 3). The application deadline is **January 6, 2014**.



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### Statements of Commitment and Support

Applicants must provide evidence of their commitment to fully participate in all required activities of the training cadre as outlined in *Connecticut Child Nutrition Cadre of Trainers*. Each applicant must sign the Applicant's Statement of Commitment below.

Applicants also must provide evidence of their employer's knowledge and support of their application for cadre membership. The applicant's current supervisor must sign the Employer's Statement of Support for Cadre Applicant below.

***This statement must be completed and mailed to SERC as part of the application for the Connecticut Child Nutrition Cadre of Trainers.*** Return this form to: Sarah Bourque, M.S., R.D., Consultant, SERC, 25 Industrial Park Road, Middletown, CT 06457.

◀ To access the online application, go to the [SERC Web site](#). ▶

#### Applicant's Statement of Commitment

I have read, understand and will support the roles of the child nutrition training cadre and will meet the cadre requirements as described in the CSDE's document, *Connecticut Child Nutrition Cadre of Trainers*.

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Employer's Statement of Support for Cadre Applicant

I have read, understand and will support \_\_\_\_\_ in  
*Applicant's Name*

meeting the roles and requirements of the child nutrition training cadre as described in the CSDE's document, *Connecticut Child Nutrition Cadre of Trainers*.

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_